

DEPARTMENT OF CONSERVATION - DIVISION OF RECYCLING

Grantee's Name

GRANT NUMBER 5099-2##

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ARTICLES

1. **Definitions:** As used in this Grant Agreement, the following terms shall have the meaning specified below:
 - a. "Department" means the Department of Conservation for the State of California.
 - b. "Division" means the Division of Recycling, Department of Conservation.
 - c. "Grant Manager" means the Division of Recycling staff person designated in Exhibit D, of this agreement, to serve as the primary liaison between the Grantee and the Department. The Grant Manager shall monitor compliance with the terms of this Grant Agreement and shall oversee payments to the Grantee pursuant to the Agreement.
 - d. "Grantee" means the organization or governmental entity awarded this grant pursuant to Section 14581 of the Public Resources Code.
 - e. "Subcontractor" means any contractor performing any portion of the activities funded under this grant on behalf of, or under the direction of, the Grantee or another contractor.
2. **Communication:** All official communication from the Grantee to the Division shall be directed to the Grant Manager identified in Exhibit D at the following address:

Department of Conservation
Division of Recycling
Grants Section
801 K Street, MS 18-55
Sacramento, CA 95814
3. **Modification of Project or Agreement Terms:**
 - a. No alteration or variation of the express, substantive terms of this Agreement shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreement not incorporated herein shall be binding on any of the parties hereto.
 - b. The Grantee must obtain prior written approval from the Grant Manager before making changes to the grant. Notwithstanding paragraph (a) above, the Grant Manager may, at any time during the grant period, authorize minor changes within a grant project without invalidating this Agreement. Such modifications, which must be requested in writing by the Grantee and authorized in writing by the Grant Manager, include budget line item revisions of up to twenty percent (20%), minor task modifications, staffing assignments and subcontractor substitutions. Major changes to the Agreement, including but not limited to, increases or decreases to the overall grant amount, budget line item revisions of twenty percent (20%) or more, changes to the scope of work (incorporated herein as Exhibit A) and extension of the grant term, shall require a formal grant amendment.

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4. **Subcontractors**: The Grantee shall be entitled to make use of its own staff and such subcontractor(s) as are mutually acceptable to the Grantee and the Division. All subcontractor(s) specifically identified in the scope of work are considered to be acceptable to the Division. Any change in subcontractor(s), which have been found to be acceptable by the Division shall be authorized by the Grant Manager. All contracts between the Grantee and subcontractors shall be subject to approval of the Grant Manager. All subcontractors are governed by and must adhere to all provisions of this Agreement.
5. **Competitive Bid Requirements**: Each purchase of a vehicle, services or equipment which exceeds \$500 shall be supported by documentation: (1) showing that the Grantee solicited a minimum of three competitive bids and used the qualified vendor offering the lowest bid **or** (2) justifying the Grantee's reliance upon less than three bids. Purchases of services from subcontractors specifically identified in this Agreement shall not be subject to the competitive bid requirement; however, in the event a subcontractor is changed or added to those identified herein, the Grantee shall purchase services from the lowest responsible bidder or pay the difference between the low bid and the one selected.

Vehicle or equipment purchases exceeding \$500 must be approved by the Grant Manager in advance, unless specified in the agreement.
6. **Project Management Standards**: The Grantee shall manage the performance of the project, including the performance of any subcontractors. The Grantee shall also be responsible for coordinating contractor accessibility to Division staff and for submitting completed work products to the Grant Manager. In performing work under this grant, the Grantee, its subcontractors and its employees shall exercise a degree of skill and care consistent with customary professional and business standards, practices and procedures. Any costs for failing to meet the foregoing standards, or for otherwise defective services that cause redundancy in the performance of this Agreement, shall be borne by the Grantee and not the Department.
7. **Indemnification**: The Grantee agrees to indemnify, defend and hold harmless the State, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all Grantees, subcontractors, materialmen, laborers and any other persons, firm or corporation furnishing or supplying services, materials or supplies in connection with the performance of this Agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by the Grantee in the performance of this Agreement.
8. **Agency Disclaimer**: In performance of this Agreement, the Grantee and the agents and employees of the Grantee shall act in an independent capacity and not as officers or employees or agents of the State of California.
9. **Assignment**: Without the written consent of the Department, this Agreement is not assignable by the Grantee either in whole or in part.

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10. **Compliance:** The Grantee shall: 1) comply fully with all applicable federal, state and local laws, ordinances, regulations and permits, 2) shall secure any new permits and/or certification(s) required by authorities having jurisdiction over the project(s), and 3) maintain all presently required permits and certification(s). The Grantee shall ensure that any applicable requirements of the California Environmental Quality Act are met in order to carry out the terms of the grant.

11. **Payment:** Payments shall be made to Grantee no more than once every thirty (30) calendar days in arrears for actual costs accrued while performing only those services as specified in the scope of work (Exhibit A) of this Agreement, and upon evidence of satisfactory progress and approval by the Grant Manager. Such evidence shall consist of written progress reports and receipt of any deliverables as required by the grant.

Only those items identified in the budget (incorporated herein as Exhibit B) are eligible for reimbursement. All changes to the budget must be approved by the Grant Manager before an expenditure for that item is made.

The Division may withhold payment equal to ten percent (10%) of each invoice until completion of all work and other requirements to the satisfaction of the Division. An exception can be made only with the written approval of the Manager of the Community Outreach Branch, Division of Recycling.

12. **Invoicing:** Invoices are to be sequentially numbered. Each invoice must include an original and two (2) additional copies on official letterhead listing the grant and invoice number(s) and the requested payment amount. The original invoice must have an original signature. Two (2) copies of supporting documentation (bids, receipts, canceled checks, sole source justification, staff time sheets, etc.) must also be submitted. Original supporting documentation is not required but should be retained by the Grantee.

An invoice must be signed by the person who signed the grant or her/his designee, as identified in written communication to the Division. If there is a question as to the authority of the signer, which cannot be resolved to the satisfaction of the State, the invoice will be returned to the Grantee.

A copy of proof of purchase receipt or canceled check must be submitted for each item requested to be reimbursed. These items must contain sufficient information to establish that the specific purchase was made.

Each invoice is subject to approval by the Grant Manager, Division management, and audit by the Accounting Office. If the Grant Manager identifies a problem with the invoice, the Grant Manager shall contact the Grantee within ten (10) to fifteen (15) calendar days, depending on business classification, of receipt of the invoice. Undisputed invoices take approximately forty-five (45) calendar days for payment. Final invoice shall be submitted no later than the termination date.

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Mail an original and two (2) copies of invoices with two (2) copies of all supporting documentation to the Grant Manager identified in Exhibit D at the following address:

Department of Conservation
Division of Recycling
Grants Section
801 K Street, MS 18-55
Sacramento, CA 95814-3533

13. **Reports:** The Grantee shall submit to the Grant Manager status reports as defined in the scope of work. Status reports must be adequate to show compliance with the Grant Agreement, detail all tasks performed and justify all expenditures for which reimbursement is requested. Also, interim verbal or written progress reports may be required to supplement the more formal status reports.

The Grantee shall submit a draft of the final report, as defined in the scope of work, on or before the date listed in the Implementation Schedule (incorporated herein as Exhibit C).

The Department shall prepare review comments and transmit them to the Grantee within ten (10) calendar days of receipt of the draft version of the final report. After incorporation of State requested revisions, the Grantee shall submit to the Grant Manager one camera-ready copy plus two (2) copies of the final report no later than the termination date.

The Department reserves the right to use and reproduce all reports and data produced and delivered pursuant to this Agreement, and reserves the right to authorize others to use or reproduce such materials.

Failure to comply with the reporting requirements specified above may result in termination of this Agreement or suspension of any or all outstanding payment requests until such a time as the Grantee has satisfactorily completed the reporting provisions.

14. **Accounting:** The Grantee must establish a separate program in the general ledger of the entity to track the revenues and expenditures for this program. The Grantee must maintain the expenditure detail in accordance with the approved budget, including matching funds that may be required. Separate bank accounts are not required.

The Grantee must maintain financial records in accordance with generally accepted accounting principles. These records must be readily available for inspection by the Department.

Subcontractor(s) employed by the Grantee and paid with monies under the terms of this Agreement shall be responsible for maintaining accounting records as specified in the above paragraph.

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- a. **Allowable Costs and Documentation:** To be allowable under this Grant Agreement, costs must meet the following criteria:
- 1) Be necessary and reasonable for the performance of the grant.
 - 2) Be determined in accordance with generally accepted accounting principles.
 - 3) Not be included as a cost or used to meet cost sharing or matching requirements of any other federally, state, or locally funded program in either the current or a prior period.
 - 4) Be adequately documented.
- b. **Reasonable Costs:** A cost is reasonable if, in its nature or amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost. Consideration will be given to:
- 1) Whether the cost is of a type generally recognized as ordinary and necessary for the performance of the grant.
 - 2) The restraints or requirements imposed by such factors as generally accepted sound business practices, arms length bargaining, federal and state laws and regulations and the terms and conditions of the grant.
 - 3) Whether the individuals concerned acted with prudence in the circumstances, considering their responsibilities to the organization, its members, employees, clients, and the public at large.
 - 4) Significant deviations from the established practices of the organization which may unjustifiably increase the grant costs.
- c. **Applicable Credits:** All costs charged against the grant must be net of all applicable credits. The term "applicable credits" refers to those receipts, or reductions of expenditures, which operate to offset or reduce, expense items that are allocable to awards. Typical examples of such transactions are: purchase documents, rebates or allowances, recoveries or indemnities on losses, insurance refunds, and adjustments of overpayments of erroneous charges. To the extent that such credit is accrued or received by the Grantee and relates to allowable cost, the amount will be credited to the Department grant as a cost reduction.
- d. **Documentation:** Reports (activity/timesheets) reflecting the distribution of activity of each employee must be maintained for all staff members whose compensation is charged in whole or in part directly to the grant. Reports maintained by the Grantee organization to satisfy this requirement must meet the following requirement:
- 1) The reports must reflect an after-the-fact determination of the actual activity of each employee. Budget estimates (i.e., estimates before the services are performed) do not qualify as support for the charges to the award.
 - 2) Each report must account for the total activity for which employees are compensated and which is required in fulfillment of their obligations to the organization.

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- 3) The reports must be signed by the individual employee. The distribution of activity on the reports must represent a reasonable estimate of the actual work performed by an employee during the periods covered by the reports.
- 4) The reports must be prepared at least monthly and must coincide with one or more pay periods.

When it is necessary to allocate a cost to more than one cost objective (e.g., to the grant award and to an award from another organization), the allocation must be supported by adequate documentation.

For salaries and benefits, an allocation formula may be used at the time the budget is prepared. This allocation must be reconciled at least quarterly to monthly timesheets prepared by the employee showing the actual time worked in each cost objective. The accounting records must then be adjusted quarterly to reflect the actual time worked in each cost objective.

For the allocation of supplies, the documentation necessary to support an allocation might be the invoice and a written explanation of why the invoice was allocated to more than one cost objective and the allocation method.

15. **Site Visits, Audits and Access to Records:** The Division will conduct periodic site visits, at its own expense, to monitor progress during the grant term. Such site visits may be coordinated with the Grantee's representative, or may be unannounced. In some cases, slides or photographs may be required of the Grantee, in order to document progress or to publicize results.

The Grantee agrees that the State Auditor and the Department and its delegates will have the right to review, obtain and copy all records pertaining to performance of the Grant Agreement. The Grantee agrees to provide any relevant information requested and shall permit access to its premises, upon reasonable notice, during normal business hours for the purpose of interviewing employees and inspecting and copying such books, records, accounts and other materials to determine compliance with State laws and requirements. The Grantee agrees to maintain such records for a period of three (3) years after final payment under this Agreement.

16. **Stop Work Notice:** Immediately upon receiving a written notice to stop work, the Grantee shall cease all work under this Agreement.
17. **Discretionary Termination:** The Division shall have the right to terminate this Agreement at its sole discretion at any time upon thirty (30) calendar days written notice to the Grantee. In the case of early termination, a final payment will be made to the Grantee upon receipt of a financial report, invoices covering costs authorized and incurred up to the date of termination, and a written report describing all work performed by the Grantee up to the date of termination.
18. **Disputes:** In the event of a dispute as to the Grantee's duties, obligations and rights under this Agreement, the Grantee may, in addition to any other remedies which may be available, provide written notice of the particulars of such dispute to the Assistant Director for Recycling, Department of Conservation, 801 K Street, MS 18-58, Sacramento, CA 95814. Such written notice must contain the grant

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number. Within ten (10) calendar days of receipt of such notice, the Assistant Director for Recycling shall advise the Grantee of her/his findings and a recommended means of resolving the dispute.

19. **Publicity and Acknowledgment:** The Grantee agrees that it will acknowledge the Department's support on products purchased with grant funds and whenever projects funded, in whole or in part, by this Agreement are publicized in any news media, brochures, articles, seminars or other type of promotional material. The Grantee shall also include in any publication resulting from work performed under this grant an acknowledgment substantially as follows:

"The work upon which this publication is based was performed pursuant to a grant with the California Department of Conservation."

or other language approved by the Grant Manager.

The Grantee shall place the following notice, preceding the text, on draft reports, on the final report, and on any other publication or report resulting from work performed under this Agreement:

Disclaimer

The statements and conclusions of this report are those of the Grantee and/or Subcontractor and not necessarily those of the Department of Conservation, or its employees. The Department makes no warranty, expressed or implied, and assumes no liability for the information contained in the succeeding text.

20. **Recycling Emblem:** All use of the Division's recycling emblem, including use on all press releases, brochures, articles, advertisements, etc., must be approved by the Grant Manager. Through signature of the Grant Agreement, the Grantee will be authorized to use the recycling emblem for this grant project only. In signing the Agreement, the Grantee agrees to:
- a. Only use the recycling emblem for the project in this Agreement; and
 - b. Only use the recycling emblem artwork as provided by the Division.

The Division shall have the right to inspect the Grantee's use of the recycling emblem to determine that it is of the proper quality, prior to use.

21. **Recycled Content Product (RCP) Procurement:** The Department has a RCP procurement policy which sets buying goals for paper products, fine printing and writing paper, plastic, glass, oil, compost and co-compost, solvents and paint, tire-derived products, and retread tires. The Grantee shall make a reasonable effort to purchase RCPs when it uses grant funds to purchase products within any of the product categories listed above. All purchases of RCPs using grant funds shall be reported in status reports and summarized in the final report.
22. **Discharge of Grant Obligations:** The Grantee's obligations under this Agreement shall be deemed discharged only upon acceptance of the final report by the Division. If requested, the Grantee shall make an oral presentation to the Division. In the

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event the Grantee is a public agency, the local governing body shall accept the final report prior to its submission to the Division.

23. **Nondiscrimination Clause:** During the performance of this grant, the Grantee and any subcontractors shall not unlawfully discriminate against any employee or applicant for employment because of race, color, religion, national origin, ancestry, sexual orientation, physical or mental handicap, medical condition, marital status, age (over 40) or sex. The Grantee and its subcontractors shall ensure that their employees and applicants for employment are free of such discrimination.

The Grantee and its subcontractors shall comply with the provisions of the California Fair Employment and Housing Act (Government Code Section 12900 et seq.), the regulations promulgated thereunder California Code of Regulations, Title 2 (Section 7285 et seq.) and the provisions of Title 2, Division 3, Chapter 1, Article 9.5 of the (Government Code Section 11135 et seq.).

The Grantee and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have collective bargaining or other agreement(s). The Grantee shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the grant.

24. **Drug-Free Workplace Certification:** By signing this grant, the Grantee hereby certifies under penalty of perjury under the laws of the State of California that the Grantee will comply with the requirements of the Drug-Free Workplace Act of 1990 (Government Code Section 8350 et seq.) and will provide a drug-free workplace by taking the following actions:

- a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions taken against employees for violations.
- b. Establish a Drug-Free Awareness Program to inform employees about:
 - 1) The dangers of drug abuse in the workplace;
 - 2) The person's or organization's policy of maintaining a drug-free workplace;
 - 3) Any available counseling, rehabilitation and employee assistance programs; and,
 - 4) Penalties that may be imposed upon employees for drug abuse violations.
- c. Provide that every employee who works on the grant will:
 - 1) Receive a copy of the company's drug-free policy statement; and,
 - 2) Agree to abide by the terms of the company's statement as a condition of employment on the grant.

Failure to comply with these requirements may result in the suspension of payments or termination of the grant, or both, and the Grantee may be subject to debarment if the Department determines that any of the following has occurred: (1) the Grantee made a false certification, or (2) violates the certification by failing to carry out its requirements.

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25. **Insurance**: The Grantee shall obtain and keep in force for the term of this Agreement, and require its subcontractors to obtain and keep in force, the following insurance policies which cover any acts or omissions of the Grantee and its employees and agents engaged in the performance of this Agreement:

- a. Worker's Compensation Insurance in accordance with the statutory requirement of the State of California.
- b. Commercial general liability insurance in the amount of \$1,000,000 per occurrence for bodily injury and property damage combined.
- c. Automobile liability in the amount of \$1,000,000 for each accident for owned or non-owned or hired vehicles, whichever is applicable.

An exception may be made by the Department if the grant amount is less than \$10,000 and is used only to purchase equipment.

The certificate of insurance shall include the following provisions stating that:

- a. The insurer shall not cancel the Grantee's coverage without 30 days prior written notice to the Department; and,
- b. The Grantee shall name the State of California, its officers, agents, employees and servants as additional insured parties for all insurance required but only with respect to work performed for the State of California under this Agreement.

The Grantee shall submit a copy of each Certificate of Insurance to the Department within thirty (30) days of execution of this Agreement.

Self-insured entities must provide a copy of a Certificate of Consent to Self-Insure issued by the California Department of Industrial Relations. An exception may be made by the Department if the grant amount is less than \$10,000 and is used only to purchase equipment.

The Grantee shall notify the Department prior to any insurance policy cancellation or substantial change in policy

26. **Travel**: Reimbursement of travel is not permitted unless expressly provided in the approved grant budget. Travel by private or Grantee-owned automobile, necessary for the performance of this Agreement, shall be reimbursed at \$0.31 per mile.

27. **Vehicle and Equipment Purchases**: The Grantee may hold title to any vehicles and equipment purchased pursuant to this grant, contingent upon all of the following conditions:

- a. The State reserves the right to claim legal title to any vehicles and equipment funded under a grant if the grant project is not completed or is terminated early.
- b. The State reserves the right to claim legal title to any vehicles and equipment funded under a grant if it determines that, during the term of the grant, the Grantee has used the vehicles and equipment, or has permitted the vehicles and equipment to be used, in a manner outside the scope of or otherwise inconsistent with this Agreement.

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- c. By signing this Agreement, the Grantee hereby agrees that, after successful completion of the grant term, the Grantee will use any equipment and vehicles purchased pursuant to this grant, or any proceeds of any disposition of such vehicles and equipment, for a public purpose that has been formally approved by the Grantee's board of directors.
 - d. The Assistant Director for Recycling, or her/his designee, shall notify the Grantee thirty (30) calendar days before claiming title to vehicles or equipment pursuant to paragraph (a) or (b) above. The Grantee shall have fifteen (15) calendar days after receipt of such notice to appeal the decision to the Assistant Director for Recycling, pursuant to the Disputes process specified in the Agreement in Article 18.
28. **Rights to Data, Other Work Products:** The Grantee agrees that all data, drawings, specifications, reports, computer programs, operating manuals, manufacturing processes, design plans, notes and other written or graphic work developed or produced in the performance of this Agreement are subject to the rights of the Department as set forth in this article. The Department shall have the right to reproduce, publish and use all such work, or any part thereof, in any manner and for any purposes whatsoever and to authorize others to do so.
- If any such work is patentable or copyrightable, the Grantee may copyright and/or patent the same, except that, as to any work that is copyrighted and/or patented by the Grantee, the Department reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, and use such work, or any part thereof, and to authorize others to do so.
29. **Americans with Disabilities Act Certification:** The Grantee hereby certifies its compliance with the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the Act.
30. **Child Support Compliance Act:** The Grantee recognizes the importance of child and family support obligations and shall fully comply with all applicable State and Federal laws relating to child and family support enforcement, including, but not limited to, disclosure of information and compliance with earnings assignment orders, as provided in Chapter 8 (commencing with Section 5200) of Part 5 of division 9 of the Family Code; and the grantee, to the best of its knowledge, is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Hire Registry, maintained by the California Employment Development Department.

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Exhibit A

SCOPE OF WORK

Grantee **Grantee's Name** Grant Number **5099-2##**

The above-named project is to be completed as a result of the award of this grant and shall be conducted in accordance with the following parameters:

1. The Grantee will *[brief description of project]*. The Grantee will accomplish this by:
 - a. *[Description of each element to the project (i.e., purchase recycling bins, provide advertising and education of the project, etc.)]*
 - b. *[Description of each element to the project (i.e., purchase recycling bins, provide advertising and education of the project, etc.)]*
 - c. *[Description of each element to the project (i.e., purchase recycling bins, provide advertising and education of the project, etc.)]*
2. The Grantee will ensure, if applicable, that it and/or other site operators are certified or registered by the Department in the proper category and will provide the grant manager a copy of the certification certificate(s), upon request.
3. All materials designed, published, reproduced, purchased and/or distributed under this Grant Agreement must contain a statement acknowledging funding by the Department.
4. The Grantee will ensure that funding received for this project through this grant agreement is acknowledged in any resulting publicity.
5. The Grantee shall monitor the project for the tonnage collected by material type. The data will be reported to the Grant Manager in the status and final reports.
6. All materials designed under this Grant Agreement must be reviewed and approved by the Grant Manager prior to reproduction and/or distribution. This includes, but is not limited to, press releases, flyers, and evaluation forms. Final copies of all materials must be submitted with the status reports.

Status Reports: Status reports shall be submitted to the Grant Manager monthly, as detailed in the implementation schedule (Exhibit C). Status reports must be adequate to show compliance with the Grant Agreement, detail all tasks performed, and justify all expenditures requested for reimbursement. The Division reserves the right to require interim verbal or written progress reports to supplement the more formal status reports to ensure compliance with the Grant Agreement and/or to support reimbursement of funds.

Each status report shall include, but not be limited to:

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1. A statement that the project is, or is not, on schedule, and any pertinent reports or interim findings. This must include a statement of tasks or milestones and a report of the status on each.
2. A discussion of any difficulties or special problems encountered.
3. A narrative financial report comparing costs to date and the approved scope of work and budget. This report should state whether or not the project is progressing within the approved budget, including an explanation of any potential deviations.
4. Any changes in program director or project manager (these must be approved in advance by the Grant Manager).
5. Copies of all materials produced.

If an invoice is not being submitted for any one month, a status report is still required from the Grantee.

Final Report: The Grantee shall submit a draft of the final narrative management report on or before the date listed in the implementation schedule.

This report will include, but not be limited to:

1. Table of Contents.
2. A brief summary of the organization, the objectives of the project and how these objectives were accomplished.
3. A discussion of the amount awarded and how the funds were used.
4. A summary of project successes.
5. A discussion of any problems and/or concerns that may have arisen during the course of this project and the corrective actions taken.
6. Any findings, conclusions, or recommendations for follow-up or ongoing activities that might result from successful completion of the project.
7. A statement, if applicable, of future intent of public and/or private support to maintain or further develop the project.
8. A consolidated list of subcontractors funded by the grant (in whole or in part). Include the name, address, concise statement of work done, time period, and value of each.
9. Copies of all news articles and any other media coverage, as well as all promotional and educational materials produced as a result of this Grant Agreement.
10. Provide the total tonnage collected by material type.
11. Provide photos of collection containers with acknowledgement or emblem visible.

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A request for final payment of retention will only be paid after Grant Manager approval of the final report.

**ALL CHANGES TO THE SCOPE OF WORK MUST HAVE
PRIOR APPROVAL BY THE GRANT MANAGER**

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Sample Data Only

Exhibit B

BUDGET

Personnel

Grant Funds:

Supervisor @ \$15.50/hr for 1000 hours and benefits not to exceed 32%	\$	20,460.00
Staff @ \$7.50/hour for 1000 hours and benefits not to exceed 32%	\$	9,900.00
	Subtotal	\$30,360.00

Equipment

Grant Funds:

Containers		
12 32 gallon recycling bins	\$	1,200.00
24 90 gallon recycling bins	\$	4,800.00
Other Equipment:		
Baler	\$	30,000.00
Shredder	\$	16,000.00
	Subtotal	\$52,000.00

Operating Costs

Grant Funds:

Advertising		
Purchase 3-60 second and 12-30 second radio spots	\$	15,000.00
Design and printing of flyers, posters and banners	\$	3,000.00
	\$	
	Subtotal	\$18,000.00

GRAND TOTAL **\$100,360.00**

ALL CHANGES TO THE BUDGET MUST HAVE PRIOR APPROVAL OF THE GRANT MANAGER

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Sample Data Only

Exhibit C

IMPLEMENTATION SCHEDULE

Project Term: **June 5, 2000 – January 31, 2002**

TASK	TERM
♦ Obtain bids for recycling bins and signs.	August 1, 2000
♦ Submit bids to grant manager for approval before placing order.	August 15, 2000
♦ Provide copies of the following to the grant manager: Certificate of insurance Proof of certification Drug-free workplace policy Non-discrimination policy ♦ Submit purchase orders for bins and signs to vendor.	September 1, 2000
♦ August status report due to grant manager.	September 15, 2000
♦ Develop signage with DOC acknowledgement for signs and submit to grant manager for approval prior to order. ♦ Install concrete platforms for recycling bins.	October 1, 2000
♦ September status report due to grant manager.	October 15, 2000
♦ Receive and install recycling bins. ♦ Receive and install signs.	November 1, 2000
♦ October status report due to grant manager.	November 15, 2000
♦ Develop radio spots, ads, and submit to grant manager for approval. ♦ Begin collection of materials at all facilities.	December 1, 2000
♦ November status report due to grant manager. ♦ Begin reporting volumes collected and include in status reports.	December 15, 2000
♦ December status report due to grant manager.	January 15, 2001
♦ Meet with radio to set schedules for announcements. ♦ Develop press release and submit to grant manager prior to submission to newspaper.	February 1, 2001
♦ January status report due to grant manager. ♦ Conduct project evaluation and submit report to grant	February 15, 2001

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manager (findings can be submitted with status report).	
♦ Send press release announcing new recycling program to local newspapers.	March 1, 2001
♦ February status report due to grant manager.	March 15, 2001
♦ March status report due to grant manager.	April 15, 2001
♦ April status report due to grant manager.	May 15, 2001
♦ May status report due to grant manager.	June 15, 2001
♦ June status report due to grant manager.	July 15, 2001
♦ July status report due to grant manager.	August 15, 2001
♦ August status report due to grant manager.	September 15, 2001
♦ September status report due to grant manager.	October 15, 2001
♦ October status report due to grant manager.	November 15, 2001
♦ November status report due to grant manager.	December 15, 2001
♦ Draft of final report due to grant manager.	January 11, 2002
♦ Final report due to grant manager (termination date). ♦ Final invoice due (termination date).	January 31, 2002

**ALL CHANGES TO THE IMPLEMENTATION SCHEDULE MUST
HAVE PRIOR APPROVAL OF THE GRANT MANAGER**

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Exhibit D

GRANT MANAGER DESIGNATION

The Grant Manager assigned to your funded project is:

Grant Manager Name
Recycling Specialist
Department of Conservation
Division of Recycling
801 K Street, MS 18-55
Sacramento, CA 95814
Phone number: (916) XXX - XXXX
Fax: (916) 322-8758
E-mail address: xxxxxxxx@consrv.ca.gov

**ALL COMMUNICATION, INVOICES AND REPORTS MUST BE DIRECTED TO
THE ATTENTION OF THE GRANT MANAGER.**